



Booking Clerk Yellowstone County Equal Opportunity Employer



*Yellowstone County encourages applications from diverse candidates
and candidates who support diversity.*

Posting Date: November 30, 2022

Department: Detention Facility

Salary: \$19.21 per hour

Grade: B/C

Hours: 8 hour shifts, 24 hours a day, 7 days a week

FLSA: Non-Exempt

****DETENTION FACILITY APPLICATION IS REQUIRED****

Applications must be submitted by 5:00pm December 30, 2022.

FUNCTION:

The Booking Clerk is a uniformed civilian staff position which performs clerical and administrative support work involving the booking and releasing of inmates of the Yellowstone County's Detention Facility. Because the work is performed in close proximity with persons charged with misdemeanor and felony offenses, the work involves an element of personal danger.

REQUIRED:

- Graduation from high school or G.E.D;
- Minimum age of 18 years old;
- Experience – None Required/Training will be provided;
- Must be able to pass a background check.

CERTIFICATIONS:

- Become CJIN/NCIC certified within initial 8 weeks of training.

Sheriff's Office Employment Statement:

Any individual with a felony conviction, a domestic violence conviction or outstanding warrants is ineligible for consideration for employment by the Yellowstone County Sheriff's Office.

Job description available upon request.

TO APPLY:

Submit by 5:00 pm on December 29, 2022;

1. County Application

Application materials will be considered incomplete without a County application.

Download application at www.yellowstonecountymt.gov

To: Human Resources, Room 106, Yellowstone County Courthouse or to Montana Job Service, 2121 Rosebud Drive, Billings, MT.

Applicants who require special accommodation due to disability should contact the Human Resources Office at 256-2705.

NOTE: If this position becomes available within 90 days the same applicant pool may be considered.